

Position Department Head

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*Date*

## Michael Holzhauser

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**From:** Deb Bozentko <BCWelfare1@beadlesd.org>  
**Sent:** Friday, January 29, 2016 3:13 PM  
**To:** 'Aurora Welfare' (auroracounty.welfaredirector@gmail.com); Michael Holzhauser; brulaud@midstatesd.net; 'elaine.wulff@state.sd.us'; Hand County; Hyde Auditor (hydeaud@venturecomm.net); Jerauld SA (sadmich@venturecomm.net); Jerauld County; 'Lake Welfare' (lakewelfare@lakecountysd.com); Gpage@minercountysd.org; 'mcaud1@moodycounty.net'; 'mcaud2@moodycounty.net'; 'sancoaud@santel.net'  
**Subject:** District Training

Good afternoon!! If you have not already done so, please let me know if you will be attending the District Training, February 18<sup>th</sup> from 10:00 – 3:00  
At Hand County Courthouse in Miller. The topic will Policies and PROCEDURES- please bring along what you may have in place if you have them!!!!

Other trainings will be: February 11<sup>th</sup> – Ray Koens – Minnehaha County  
February 25<sup>th</sup> – Charlene Doorn – Pennington County

Hope to see you at one of the meetings!! HAVE A GOOD WEEKEND!

Deborah Bozentko  
Welfare Director  
605-353-8418  
450 Third Street SW  
Suite 103  
Huron, SD 57350

# Travel/Education Request Form

Name(s) Commissioners, Stacy Steffensen, Michael Holzhauser

Department Commission & Human Services Position \_\_\_\_\_

## Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
March 15-17, 2016			Pierre

## Reason for Travel:

County Commissioners and Welfare Officials Workshop

Passengers: \_\_\_\_\_

## Estimated Expenses:

•Method of Travel: ☒ County Vehicle ☒ Private Auto ☐ Air  
382 Miles \$ 0.42 /mile =\$ 160.44

•Meals: 12 Breakfast @ \$ 6.00 =\$ 72.00  
12 Lunch @ \$ 11.00 =\$ 132.00  
12 Dinner @ \$ 15.00 =\$ 180.00

*Employees will not be reimbursed for meals that are included in the registration fee.*

•Additional Expenses (taxi, parking, etc.):  
 Please list \_\_\_\_\_ =\$ \_\_\_\_\_

•Lodging: \_\_\_\_\_ Estimated number of days/nights =\$ \_\_\_\_\_

•Registration: 550 Estimated Cost =\$ 550.00

*Total Cost Estimate* =\$ 1,094.44

•Department Head designated mileage rate: \$ \_\_\_\_\_ /mile

•A travel advance form is attached to this request ☐ Yes ☐ No

Stacy Steffensen  
 Department Head Signature

1-26-16  
 Date

**South Dakota Association of County Commissioners**  
**County Commissioners and Welfare Officials Workshop**

Wednesday, March 16, 2016  
Thursday, March 17, 2016  
Pierre Ramkota

**REGISTRATION FEE:**

**County Commissioners**

Two Day Registration \$100.00

Start time – 8:30 AM Wednesday

**Welfare Officials**

One Day Registration \$50.00

(March 17<sup>th</sup>) Start time 8:45 AM

Please note this registration form is for County Commissioners and Welfare Directors

Please register the following from Brookings County

<u>NAME</u>	<u>POSITION</u>
1. <u>Stephne Miller</u>	<u>Commissioner</u>
2. <u>Ryan Krogman</u>	<u>Commissioner</u>
3. <u>Lee Ann Pierce</u>	<u>Commissioner</u>
4. <u>Larry Jensen</u>	<u>Commissioner</u>
5. <u>Stacy Steffensen</u>	<u>Commission Dept. Director</u>
6. <u>Michael Holzhauser</u>	<u>Human Services Director</u>

Return with prepayment by **Friday, March 11, 2016:** SDACC  
(No refund after this date) 211 E Prospect Ave  
Pierre, SD 57501

**Room blocks have been made at the following hotels:**  
**(Blocks under "SD Counties" and will be released on February 12th, 2016)**

Ramkota Hotel – 224-6877 - \$92.99 s/ 102.99 d

Quality Inn – 224-0377 - \$55.00

410 W Sioux Ave

Governors Inn – 224-4200 - \$83.00 s / \$90.00 d

320 W Sioux Ave

Days Inn – 224-0411 – \$73.99

520 W Sioux Ave

ClubHouse – 494-2582 - \$134.00

110 E Sioux Ave

Super 8 – 224-1617 - \$49.99

320 W Sioux Ave

Department	Highway	Position	Superintendent
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Date(s)	Beginning Odometer	Ending Odometer	Destination
March 22-24, 2016			Oacoma, SD

2016 Short Course

- |         |   |             |    |  |           |
|---------|---|-------------|----|--|-----------|
| •Meals: | 0 | Breakfast @ | \$ |  | = \$ 0.00 |
|         | 2 | Lunch @     | \$ |  | = \$ 0.00 |
|         | 2 | Dinner @    | \$ |  | = \$ 0.00 |

*Employees will not be reimbursed for meals that are included in the registration fee.*

*Total Cost Estimate* = \$ 190.00

- Department Head designated mileage rate: \$ 0.50 /mile

- A travel advance form is attached to this request ☐ Yes ☒ No

Richard Bird

Department Head Signature

1-

Date \_\_\_\_\_



**2016 SHORT COURSE REGISTRATION FORM  
CEDAR SHORE RESORT, OACOMA, SD - MARCH 22-24, 2016**

**PRE-REGISTRATION  
DEADLINE IS MARCH 11, 2016**

COUNTY/ORGANIZATION	Brookings County Highway Department				
NAME	Richard Birk	TITLE	Highway Superintendent		
SPOUSE/GUEST		PHONE	605-696-8270		
ADDRESS	422 Western Ave.				
CITY	Brookings	STATE	SD	ZIP	57006

**REGISTRATION FEES**

REGISTRATION TYPE	BY 3/11/16	AFTER 3/11/16	TOTAL
COUNTY, DOT, LTAP EMPLOYEES	\$80	\$100	80.00
VENDOR	\$100	\$120	
SPOUSE / SIGNIFICANT OTHER	\$20	\$40	
ONE COMPLIMENTARY REGISTRATION W/ BOOTH REGISTRATION	FREE	FREE	
			80.00

Attendance at any/all conference functions requires registration. Many of the conference sessions will be beneficial to you and your staff and conference registration is prerequisite to attending. *Registrants will be issued nametags, which are required for admittance to all functions.*

**PAYMENT TYPE**

☐ Visa    ☒ MasterCard    ☐ Discover    ☐ Check - Make payable to SDACHS    ☐ Purchase Order No. \_\_\_\_\_

Credit Card Number	Exp. Date	Security Code
Brookings County	NA	605-696-8270
Name on Card	Signature	Phone Number
520 3rd St. Suite 210	Brookings	SD
Address	City	State

\* A 3.5% convenience fee will be assessed to each credit card transaction.

Mail Registration Form and payment to: SDACHS, DJ Buthe, Secretary/Treasurer, PO Box 1364, Sioux Falls, SD 57101

Please pre-register for the following meals by circling your selection:		Attendee / Vendor	Spouse / Guest
<b>Tuesday, March 22</b>			
3:00 – 5:00 am	Vendor Expo Hors d'oeuvres	YES or NO	YES or NO
<b>Wednesday, March 23</b>			
7:00 – 8:00 am	Continental Breakfast at Registration	YES or NO	YES or NO
11:45 – 1:15 pm	Lunch Buffet	YES or NO	YES or NO
5:30 – 8:30 pm	President's Reception, Banquet with Entertainment	BEEF or CHICKEN	BEEF or CHICKEN
<b>Thursday, March 24</b>			
7:00 – 8:00 am	Breakfast Buffet	YES or NO	YES or NO